

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Office Assistant (Typing)
Position #:	051-640-1379-023
Salary Range:	\$2143 - \$2770
Issue Date:	December 19, 2008
Contact:	Laura Nicholls (916) 323-1598
Location:	Division of Audits 300 Capitol Mall, Ste 418 Sacramento, CA 95814
Final Filing Date:	Statewide Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Under the direct supervision of a Staff Services Manager I, perform general clerical duties as office support.

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Type, route, distribute, and file correspondence, memoranda, forms and other documents using a personal computer. Maintain correspondence tracking system.
- Distribute critical audit reports to other agencies and the public. Determine appropriate distribution, prepare envelopes, duplicate copies, obtain final approval to release, and release reports in a timely manner.
- Provide support services for division staff and management. Answer and direct incoming calls from other agencies and the public. Maintain general office supplies inventory, including ordering and receiving supplies. Fulfill general supply requests and special supply/equipment requests from staff. Reconcile and approve invoices for supplies. Process Travel Expense Claims.
- Distribute incoming/outgoing mail and UPS/FedEx shipments. Maintain tracking system for records being sent between main office and satellite offices.
- Direct and track invoices received from the accounting office to forward to appropriate staff and ensure their return to the accounting office. Distribute/log payroll and travel expense checks, and issue/log parking validations.
- Perform other duties as required, including, but not limited to, operating office-copying machine, manipulate computer applications to develop charts and correspondence, utilize 10-key calculator, etc.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
300 Capitol Mall, Suite 418
Sacramento, CA 95814